



## EMPLOYMENT APPLICATION

### CAMDEN COUNTY

An Equal Opportunity Employer

[www.camdencountync.gov](http://www.camdencountync.gov)

P. O. Box 190  
Camden, NC 27921-0190  
(252) 338-1919  
Office Hours: 8 AM—5 PM

Fill out all sections COMPLETELY and to the best of your ability. Your application will be used as part of the examination process, and therefore, should represent your best effort. Unsigned, or incomplete applications will not be considered. Once submitted, application materials become property of the County. An application must be received by the County by 5 pm on the closing date posted to ensure consideration. The County does not accept **FAXED** applications. Photocopied application must have original signature and current date. If a position is posted as “open until filled,” APPLY IMMEDIATELY.

### **CURRENT INFORMATION**

- (1) POSITION TITLE \_\_\_\_\_ DATE: \_\_\_\_\_
- (2) When will you be available for employment? (i.e. immediately, 2 weeks notice) \_\_\_\_\_
- (3) Are you seeking      ☐ Full-time      ☐ Part-time      ☐ Temporary
- (4) NAME: \_\_\_\_\_  
(Last, First, Middle)
- (5) ADDRESS: \_\_\_\_\_
- (6) HOME TELEPHONE: \_\_\_\_\_ WORK TELEPHONE: \_\_\_\_\_
- E-MAIL ADDRESS: \_\_\_\_\_
- (7) Are you 18 or older? ☐ Yes ☐ No If NO, what is your birth date? \_\_\_\_\_

### **GENERAL INFORMATION**

If you need to explain any answer, use the spaces under explanations near the end of this application.

- (8) Apart from absences for religious observances, check conditions that you are willing to accept.
- |             |                                     |                                       |                                   |  |                                    |
|-------------|-------------------------------------|---------------------------------------|-----------------------------------|--|------------------------------------|
| Occasional: | <input type="checkbox"/> night work | <input type="checkbox"/> weekend work | <input type="checkbox"/> overtime | <input type="checkbox"/> rotating shifts | <input type="checkbox"/> “on-call” |
| Regular:    | <input type="checkbox"/> night work | <input type="checkbox"/> weekend work | <input type="checkbox"/> overtime | <input type="checkbox"/> rotating shifts | <input type="checkbox"/> “on-call” |
| Frequent:   | <input type="checkbox"/> night work | <input type="checkbox"/> weekend work | <input type="checkbox"/> overtime | <input type="checkbox"/> rotating shifts | <input type="checkbox"/> “on-call” |
- (9) Have you ever been employed with the County of Camden? ☐ Yes ☐ No  
If YES, indicate what department and when: \_\_\_\_\_
- (10) Have you ever applied to the County of Camden before? ☐ Yes ☐ No  
If YES, indicate what department and when: \_\_\_\_\_
- (11) Are you willing to accept a salary within the advertised normal starting salary range? ☐ Yes ☐ No
- (12) Are you now or were you previously related in any way to a County employee? ☐ Yes ☐ No
- (13) Are you able to perform all of the duties of the job you have applied for? ☐ Yes ☐ No
- (14) Have you been convicted of a felony? ☐ Yes ☐ No  
If YES, please explain under EXPLANATIONS, NOTE: A conviction record will not necessarily exclude you from employment. Factors such as age at time of offense, rehabilitation efforts, length of time since the offense, and nature of the crime will be taken into consideration.
- (15) Are you an American citizen or do you currently have authorization to work in the US? ☐ Yes ☐ No
- (16) Did you receive any of your education or employment experience under another name? ☐ Yes ☐ No  
If YES, please explain under EXPLANATIONS.

## **EDUCATION**

### **Provide your complete history**

(17) Indicate highest school year completed: (i.e. 8, 12, 16) \_\_\_\_\_

(18) Name of High School \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_

(19) Have you received a high school diploma or equivalent? ☐ Yes ☐ No

Education beyond High School	Name and Location	Attended From				Did you Graduate?	Credit Hours	Degree, Diploma, Certificate Earned or # of Yrs.	Major Minor
		Mo.	Yr.	Mo.	Yr.				
College(s) University(ies)									
Graduate or Professional Schools									
Technical Institutes, Internships, Other									

## **KNOWLEDGE, SKILLS & ABILITIES**

(23) Please list any knowledge, skills, or abilities you have that you feel are applicable to the position for which you are applying. Include skills with equipment or machines you can operate. If you wish consideration for a secretarial/clerical position, indicate typing speed and word processing software packages known and/or used.

(a) \_\_\_\_\_ (e) \_\_\_\_\_  
(b) \_\_\_\_\_ (f) \_\_\_\_\_  
(c) \_\_\_\_\_ (g) \_\_\_\_\_  
(d) \_\_\_\_\_ (h) \_\_\_\_\_

## **REGISTRATIONS, LICENSES, CERTIFICATIONS**

(24) List fields of work for which you have been registered, licensed or certified:

Registration: \_\_\_\_\_ State: \_\_\_\_\_ No: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Registration: \_\_\_\_\_ State: \_\_\_\_\_ No: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Other: \_\_\_\_\_

(25) Please list your **VALID DRIVER'S LICENSE NUMBER** and the state in which it was issued. If you do not have a driver's license, please put "NONE" in the blank—**Number:** \_\_\_\_\_ **State:** \_\_\_\_\_

(26) Is your driver's license a Commercial Driver's License? ☐ Yes ☐ No

If YES, indicate which class \_\_\_\_\_

## **EMPLOYMENT**

Record your complete history in the spaces following this page. If needed, additional sheets containing the same information and in the same format are acceptable. BEGIN with your current or most recent position. Include military and related volunteer experience. Be sure to account for gaps in your employment history. ALL SPACES MSUT BE COMPLETED OR MARKED N/A (not applicable). "See attached resume" is NOT acceptable in the duties space.

**A. CURRENT OR MOST RECENT EMPLOYMENT (or explain gap in employment)**

JOB TITLE \_\_\_\_\_ Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_

Date Employed \_\_\_\_\_ Date Separated \_\_\_\_\_

Employer or company \_\_\_\_\_ Telephone # \_\_\_\_\_

Employer/Company Address \_\_\_\_\_

Name and Title of most current supervisor \_\_\_\_\_

Full-time for Yrs \_\_\_\_\_ Mos \_\_\_\_\_ Part-time for Yrs \_\_\_\_\_ Mos \_\_\_\_\_ # of employees supervised by you \_\_\_\_\_

If you worked part-time, the number of hours worked per week \_\_\_\_\_

DUTIES IN ORDER OF IMPORTANCE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REASON FOR LEAVING or desiring a change \_\_\_\_\_

**B. NEXT MOST RECENT EMPLOYMENT (or explain gap in employment)**

JOB TITLE \_\_\_\_\_ Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_

Date Employed \_\_\_\_\_ Date Separated \_\_\_\_\_

Employer or company \_\_\_\_\_ Telephone # \_\_\_\_\_

Employer/Company Address \_\_\_\_\_

Name and Title of most current supervisor \_\_\_\_\_

Full-time for Yrs \_\_\_\_\_ Mos \_\_\_\_\_ Part-time for Yrs \_\_\_\_\_ Mos \_\_\_\_\_ # of employees supervised by you \_\_\_\_\_

If you worked part-time, the number of hours worked per week \_\_\_\_\_

DUTIES IN ORDER OF IMPORTANCE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REASON FOR LEAVING or desiring a change \_\_\_\_\_

**C. NEXT MOST RECENT EMPLOYMENT (or explain gap in employment)**

JOB TITLE \_\_\_\_\_ Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_

Date Employed \_\_\_\_\_ Date Separated \_\_\_\_\_

Employer or company \_\_\_\_\_ Telephone # \_\_\_\_\_

Employer/Company Address \_\_\_\_\_

Name and Title of most current supervisor \_\_\_\_\_

Full-time for Yrs \_\_\_\_\_ Mos \_\_\_\_\_ Part-time for Yrs \_\_\_\_\_ Mos \_\_\_\_\_ # of employees supervised by you \_\_\_\_\_

If you worked part-time, the number of hours worked per week \_\_\_\_\_

DUTIES IN ORDER OF IMPORTANCE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REASON FOR LEAVING or desiring a change \_\_\_\_\_

**D. NEXT MOST RECENT EMPLOYMENT (or explain gap in employment)**

JOB TITLE \_\_\_\_\_ Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_  
Date Employed \_\_\_\_\_ Date Separated \_\_\_\_\_  
Employer or company \_\_\_\_\_ Telephone # \_\_\_\_\_  
Employer/Company Address \_\_\_\_\_  
Name and Title of most current supervisor \_\_\_\_\_  
Full-time for Yrs \_\_\_\_\_ Mos \_\_\_\_\_ Part-time for Yrs \_\_\_\_\_ Mos \_\_\_\_\_ # of employees supervised by you \_\_\_\_\_  
If you worked part-time, the number of hours worked per week \_\_\_\_\_  
DUTIES IN ORDER OF IMPORTANCE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASON FOR LEAVING or desiring a change \_\_\_\_\_

(27) Have you had disciplinary action taken against you in the past 12 months? ☐ Yes ☐ No  
If YES, explain under EXPLANATIONS. (A Yes will not automatically disqualify you.)

(28) Have you ever been dismissed or forced to resign from any job held? ☐ Yes ☐ No  
Were you dismissed or forced to resign for disciplinary reasons? ☐ Yes ☐ No

(29) May we contact your present employer for reference prior to an interview (if granted)? ☐ Yes ☐ No  
If you are not currently employed, please check here N/A (\_\_\_\_). If NO, explain under EXPLANATIONS.

**EXPLANATIONS**

ITEM # \_\_\_\_\_  
ITEM # \_\_\_\_\_  
ITEM # \_\_\_\_\_  
ITEM # \_\_\_\_\_

Please list 3 professional references, address, and phone.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Certification and Release (MUST BE SIGNED AND DATED BELOW)**

To the best of my knowledge and belief, the information given truly represents my background and experience. I understand that if I have knowingly or negligently misrepresented, falsified or omitted any information during the application process, or have made any changes to the format or wording of this application form, I may be disqualified for employment consideration or dismissed from employment with the County. I authorize my current and former employers to give any information regarding me or my employment, whether or not it is on their records. I hereby release them from any damage whatsoever for issuing same. I also authorize educational institutions which I attended to reveal my scholastic ratings, as well as degrees or certificates earned, to the County of Camden; and associations, registration and licensing boards and to others to furnish whatever detail is available concerning my qualifications. Notwithstanding any provision of State or Federal law, I expressly waive any right I have to review information the County receives from an employer or educational institution under a promise of confidentiality. I also permit the County of Camden to conduct a Court, Credit and/or Motor Vehicle Records Investigation of my background. I understand that if I apply or have applied for certain jobs, I may be tested for drug and alcohol use to determine if I am currently abusing these substances. I consent to the testing and understand that the results could preclude my appointment. I understand and acknowledge that should I be employed by the County of Camden, then I serve "at will." This means that I may be terminated at any time or without cause. I further understand that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically approved by the County Manager.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_